

Madeline Island Public Library
Library Board Meeting
Official Minutes of March 12, 2012
6:08 PM at the library



These minutes approved as of _____

Kimberly Jones – El Presidente'

PRESENT: Elizabeth Ellis, Kimberly Jones, Ludlow North, Cynthia Banner, Becky Hogan, Jim Patterson, Connie Ross & Seri Demorest.

ABSENT: ~

PUBLIC COMMENT: Nothing to report.

MINUTES: Motion to approve minutes by Kimberly, 2nd by Cynthia.

BILLS:

Mayo Clinic Health Letter	29.55	House Beautiful	19.97
Healthy Cooking	10.00	School Library Journal	88.99
Scientific American	24.97	Wired	18.00
Creative Knitting	24.97	Cicada	28.95
Shop Smart	22.95	Wal-Mart	6.84
Baker & Taylor	45.68	Ace	26.99
Norvado	188.05	MEI	266.40
NWLS	458.06	Okay Computer Repair	90.00
MIFL	13.00	Penworthy	88.44
Amazon	68.45	Quill	61.47
Scholastic	13.50	Mt. Ashwabay	1017.87
National Geo.	36.70		

Motion to approve payment of bills as presented by Kimberly, 2nd by Cynthia.

STRATEGIC PLAN: Ludlow has made an equipment inventory with serial numbers, contact name and phone numbers. The basement /furnace room is ready for Kilz paint treatment. Think about upstairs and entryway book sale areas, discuss this at another meeting. Discussion on volunteer coordinator position and volunteer application. Discussion on whether we want to do background checks/ should this be added to our policy, Jim offered to check on this with the Town's Association. Board would like to table these 3 items: volunteer coordinator position, volunteer application and volunteer policy until our next meeting in April. [Copies of these 3 drafts will be at next mtg]. Hold harmless agreement is fine. Connie & Seri re-arranged some furniture, made room for the 2 new chairs and love seat. VHS videos will slowly get phased to the basement; this will make more room for DVD's and new items.

TREASURER'S REPORT: Motion to approve treasurer's report at next board meeting when we can have a copy of Barb's figures - by Elizabeth, 2nd by Cynthia. Connie will make a list of our funds and their designations. Campbell Fund ideas, 1. Pay for shortfall on crawlspace & roof repairs. 2. Add to our fund at AIACF. 3. Talk to a financial advisor – earn more on investment. 4. Add some to the CARP fund. Connie will put together the transportation fees for the two programs [CARP & MIST] for cost analysis. Put a sign on the magazine rack asking patrons to weigh in on e-zines [online magazines].

BUDGET: Nothing to report.

FUNDS / COUNTY FUNDING: We have received a check for \$1K from the County. Connie is working on the Ashland County Library 5 year plan with Tom Wojo [he is using our strategic plan as a model].

BUILDING MAINTENANCE / IMPROVEMENTS: Ludlow will get bids for crawlspace and roof [Schraufnagel, Tibbs and R & J] Ludlow will write up the maintenance schedule. Will put a carbon monoxide detector on each floor. Boone is working on the toilet at this very moment.

COLLECTIONS: Spring break may be a good time for Margaretta to do the art cataloging. This will help Tom Ketchum work out our additional insurance to cover these pieces.

POLICIES: Becky has made the changes to our policies, [changes are underlined]. Seri will add this sentence to XI. Programming Policy[pg. 14]. [During library sponsored children's/young adult programs, 2 adults must be present.] Also, delete Madeline Island Ferry card line. Motion to approve Becky's and these changes to policies by Kimberly, 2nd by Elizabeth.

PROGRAMS & ACTIVITIES: Opera night is a big success, well attended. Movie night will begin again. Connie is working on Game Night with Kaytie, Alexis, Rhys and Cora. The Summer Reading program is Dream Big Read. Our extended hours seem to be well received; we have people in here all the time. Will try to get Tracy Chipman to come & tell some stories. Ed Kale, talk about his time as a freedom fighter. Music Camp will do their concert, as in the past summers. Connie has a "master calendar" of library events, will add maintenance schedule to it.

PROMOTION & ADVERTISING: Look into updating special needs brochure [from NWLS] - if not possible, make our own 3 fold printed info/brochures, include mission statement and extended hours. Cynthia & Connie will go over her suggestions for the web site. Board will go over our web site at another meeting – bring ideas.

PERSONNEL/BOARD MEMBERS: Connie has drafted a letter to the Town Board informing them of Julie's additional hours and her decision to not opt for health insurance. Kimberly would like for Connie and Julie to use the format outline for recording breakdown of tasks/hours. [Time motion study] We will give Julie a copy of our policies when they have been successfully updated.

OTHER BUSINESS: How to expedite board meetings? – bring your ideas

Motion to adjourn by Elizabeth, 2nd by Cynthia.

Meeting adjourned 8:27 PM

Respectfully submitted by Seri Demorest.